

RECORDS RETENTION SCHEDULE

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION Department of Motor Vehicles		(2) AGENCY BILLING CODE 51	(3) PAGE 1 OF 3 PAGES
(4) DIVISION/ BRANCH/ SECTION Licensing Operations Division/Driver Licensing Branch/Record Security and Identification Unit		(5) ADDRESS 2570 24 th Street Sacramento, California 95818	

CHECK THE APPROPRIATE BOX

- (6) ☐ New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]
- (7) ☒ Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)
- (8) ☐ Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)

NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER DMV-LOD-062	(10) SCHEDULE DATE 12/13/2007	(11) NUMBER OF PAGES 3	(12) CUBIC FEET (Total Schedule) 250
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER DMV-LOD-006	(14) APPROVAL NUMBER 01-008 no flags	(15) APPROVAL DATE (S) 1/18/2001	(16) PAGE NUMBER(S) REVISED – ALL

(17) MISSION/FUNCTIONAL STATEMENT :

In that the level of service our customers receive may be the principal basis by which the Department is judged, our mission is to provide our diverse clientele with the most courteous, complete, and prompt service we can offer. We recognize that this can and must be accomplished while fulfilling our goals of protection of the public and assuring the integrity, accuracy, and security of the DL database.

PART I – AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. **For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.**

(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS Rebecca Bly	(19) TITLE MGR 1 (For Sanice Prince)	(20) PHONE NUMBER 657-7144	(21) DATE SIGNED 12/13/07
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In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.

(22) SIGNATURE - RECORDS MGMT ANALYST J. Mercer	(23) CLASSIFICATION SSM1	(24) NAME (Printed or Typed) J. MERCER	(25) PHONE NUMBER 6525622	(26) DATE SIGNED 7/3/08
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PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(27) SIGNATURE – CalRIM CONSULTANT John G. Fort	(28) APPROVAL NUMBER 08-185	(29) DATE SIGNED 8/6/2008	(30) EXPIRATION DATE 8/6/2013
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PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:

- (31) ☒ Contains no material subject to further review by the California State Archives
- (32) ☐ Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)

(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE

(34) DATE SIGNED



Sydney Barker, Archivist

August 13, 2008

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ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

			<u>Records Management</u>								
1	↓		Approval Request and Records Retention Schedules (Std. 72 and 73)	P		Current			Current		Retain as current until superseded. Although revision is required every five years from the date approved by DGS. RRS that are not revised remain in effect but are considered non-current.
2	↓		Std. 70 – Records Inventory Worksheet	P		Current			Current		Retain as current until next inventory.
			<u>Administrative Records</u>								
3	12		Personnel Files (informal) – Includes employee accident reports, travel expense claims)	P		Active			Active	XI	Retain as active for term of employee. When employee leaves, file will be transferred to employee's new unit or HRB. IPA 1798.3.
4	12		Housekeeping Records – Includes Security & Disclosure Statements	P		Current +3 years			Current +3 years		Current until superseded. Hold for additional three years, then destroy.
5	10		Statistical Files – Includes volume of record corrections; weekly, monthly reports for DL/ID corrections, employee temporary/overtime, vacancy reports, weekly phone report.	P		Current + 4 years			Current + 4 years		Current until filing date. Hold for additional four years, then destroy.
			<u>Program Files</u>								
6	3		Isotec Phone Reports – Includes breakdown of unit and employee calls, hours phone is available/unavailable.	P		Current +1 year			Current +1 year		Current until superseded. Hold for additional one year, then confidential purge.
7	3		R.A.C.F. Files	P		Current			Current		Current until superseded or cancelled. Confidential destruction.
8	2		Correspondence – Internal/External (records that relate to the internal administration or housekeeping activities of the office)	P		3 years			3 years		Destroy after three years or when no longer needed, whichever occurs first

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

			<u>Controlled Records</u>								
9	86		New Number Assignment – Records with previous numbers receiving a new number.	P		Active			Active		Active until canceled, then forward to Micrographics. Microfilm cartridges are retained and under the control of the Communication Programs Division, Information Services Branch.
10	25		Overflows – Hardcopy files of DL records too large to be stores on the master file database.	P		Active +5 years			Active +5 years	XI	Active for five years from date of last activity. Hold for additional five years, then destroy. Records are required to conduct day-to-day business. Confidential destruction. IPA 1798.3, GC 6254(c).
11	3		Daily Abstract Deletion Report (report of deleted abstract dismissals)	C		Current +1 year			Current +1 year	XI	Hold for one year, then destroy. Confidential destruction.
12	8		Daily Extended Masterfile Correction Report (report of corrections updated in unit)	C		Current +3 years			Current +3 years		Hold for three years, then destroy. Confidential destruction.
13	86		R-Code Records – DL/ID records with same name and birth date (doubles)	P		Active +5 years			Active +5 years	XI	Active for five years from date of last activity. Hold for additional five years, then destroy. Records are required to conduct day-to-day business. Confidential destruction. IPA 1798.3, GC 6254(c), CVC 1808.
Total Cubic Ft.	250										

* Provide total of office and departmental

Summary of Changes**Previous RRS Item # Status of Item Not Carried Over**

01-008	6	No Longer Required
01-008	7	No Longer Required
01-008	12	No Longer Required
01-008	14	No Longer Required